

**\*\*\* HUMAN RESOURCES \*\*\***  
**SASEBO SATELLITE OFFICE**

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**한국인 직원 모집 안내**  
*Korean National Job Opportunities*

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**ANNOUNCEMENT NUMBER:** KN05A16

**TITLE-SERIES-GRADE:** COOK, KWB-7404-05 (1 VACANCY)

**SALARY RANGE:** KWB-5: 9,119 – 12,661 Won Per Hour

**OPEN PERIOD:** Wednesday, 24 February 2016 to Tuesday, 08 March 2016

**DUTY LOCATION:** Morale Welfare Recreation (MWR) Clubs F&B  
Commander Fleet Activities, PSC 479 FPO AP 96269-1100 -  
Chinhae, Korea

**TOUR OF DUTY:** Full-Time, 40 hours per week

**WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:**

All current USFK KN employees

**RPA NUMBER (HRO USE ONLY):** 318359

**NOTE:** Full performance level KWB-05 under APF. The incumbent may be recalled to duty and/or required to work overtime, including on an emergency basis. Applicants need to submit a self addressed stamped envelope to receive notification of results.

**MAJOR DUTIES:**

Prepares and cooks any or all food items in bulk quantities or individual servings for regular and/or modified diets required for regular meals and/or special feedings. Reviews menus, work sheets and recipes and determines type and quantities of items required for number of persons to be served and recipe requirements. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish, poultry and fruits and vegetables and other foods. Operates various mixers, grinders, steam kettles, electric urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Directs and instructs as necessary, any helpers and mess attendants assigned in the simpler cooking activities, preparation of vegetables and fruits for cooking or raw use and in cleaning equipment and work areas. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**a. EXPERIENCE**

One (1) year of general experience plus one (1) year of specialized experience

GENERAL EXPERIENCE includes actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered

SPECIALIZED EXPERIENCE includes experience at the "Junior" or higher level in work related to trade or craft for which being considered.

b. ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score 34% is required. 2. The TOEFL score of 360 (or 70 on the computer based test, 22 on IBT TOEFL) or TOEIC score of 250 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

c. Applicant must possess a current license or a certificate of competency issued by the ROKG authority.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

Graduation from high school in the field related to the job for which being considered or Successful completion of formal training courses in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered may be substituted for the required one year of general experience. Graduation from technical junior college in the field related to the job for which being considered or possession of a 1<sup>st</sup> Class license or certificate of competency issued by the ROKG attesting to proficiency in the trade or craft of the job for which being considered may be substituted for the 1 year of general and 1 year of specialized experience required at any level.

**EMPLOYMENT CONSIDERATION PREFERENCE:**

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest).

1. All current USFK KN employees

**WHO MAY APPLY:** Refer to the Area of Consideration for each vacancy announcement.

**HOW TO APPLY:** Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated.** Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 현동 1 번지 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be

discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Sasebo Satellite Office at DSN 252-3337.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3337.